

Statement of Deficiencies

5307-A.3: Third Party Release

Not Met

Findings/Corrections

5307.A.3. [5] of [5] children's records reviewed who were released to transportation vehicles provided by day care centers did not contain signed agreements between the Provider and the parent for each child giving permission to release the child to that third party.

Transportation permission should list the name of the day care center and be signed by the parent.

Also, center had documentation that one child was released twice to persons who failed to be authorized in writing by parents.

Center made photocopies of the driver's license of these persons.

Center may not accept telephone authorizations for release.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for the substitute.

5311.A.3. The Provider did not have a job description for every position at the center for the substitute.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for the substitute.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for the substitute. Documentation of submission **[was not]** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that the substitute received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

5321-J: Daily Observation of Children

Not Met

Findings/Corrections

5321.J. The provider did not document EXPLANATIONS for observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented.